

CONSTRUCTION MANAGER

DEFINITION

Under general direction, performs comprehensive construction management duties including contract administration of improvement projects and field personnel supervision.

SUPERVISION RECEIVED/EXERCISED

Receives general administrative direction from second tier management staff.

Exercises supervision over lower level professional and/or technical staff.

DISTINGUISHING CHARACTERISTIC

The Construction Manager is a single position class. Receiving general direction from second tier management staff, the incumbent performs a variety of technical and managerial work of considerable difficulty, supervises lower level professional and/or technical staff involved in the investigation, quality control, quality assurance, and/or inspection of construction projects. This is an unclassified position in which the incumbent serves at the will of the department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, assigns, directs, trains and evaluates the work of a group of professional and sub-professional employees in connection with the engineering review, coordination and inspection of construction activities affecting City facilities.

Directs/performs quality assurance/control audits of construction project phases, including planning, engineering, inspection, scheduling and budgeting.

Prepares contracts and negotiates revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.

Inspects and reviews projects to monitor compliance with contracts, building and safety codes, and other regulations.

Reviews construction projects and reviews plans for such projects

Determines methods and procedures and provides appropriate recommendations for completion of more difficult phases of the work.

Directs the execution of all necessary permits and licenses.

Meets with citizen groups, the legislative body and with the general public to explain projects and programs.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The effective principles and methods utilized in inspecting major construction projects.

Modern methods, materials and equipment employed in heavy construction projects.

Civil, hydraulic, mechanical, electrical, structural, geological and sanitary engineering as they relate to construction management.

Comprehensive knowledge of mathematics including algebra, geometry and statistics.

Laws, ordinances and standards relative to the construction and inspection or repair of buildings, other structures, and civil works.

Principles of management, supervision and training.

Principles and techniques of engineering administration.

Ability to:

Exercise sound administrative judgment and initiative in the development of new methods and procedures and in the solution of difficult problems.

Direct inspections and achieve compliance with contracts, construction plans, materials and specifications.

Contact owners, contractors and the general public and effectively establish and maintain good working relationships.

Prepare clear, concise and competent reports, correspondence and other written materials and make clear oral presentations.

Work effectively in a fast paced environment, be decisive and work under pressure particularly when faced with unexpected occurrences or delays.

Skill in:

Operating a computer and a variety of word processing, spreadsheet, or software applications.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Construction Management, Engineering, Architecture, or closely related field.

Experience:

Five years of construction management experience with projects of over \$3,000,000 in value, projects should have included both civil and building trades, three of the five years must have been in a supervisory capacity.

Special Requirement(s):

Possession of a valid California Driver's License required at time of appointment

APPROVED: _____
Director

DATE: _____

TB:JC:AR:06/8/07